



# City of Fenton

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301 South Leroy Street • Fenton, Michigan 48430-2196 • (810) 629-2261 • FAX (810) 629-2004

## **COUNCIL WORK SESSION AGENDA**

**Monday, November 5, 2012**

**City Hall Conference Room**

**301 South Leroy Street**

**7:30 PM**

1. Call to Order.
2. Roll Call.
3. Citizen Comments: Request by citizens to speak on specific agenda items.
4. Discussion on contract proposals for the Deputy Assessor's position.
5. Discussion on a street solicitation request for donations to benefit the victims of Superstorm Sandy.
6. Discussion on amendments to the City of Fenton Code of Ordinances regarding personal ice rinks.
7. Set Public Hearing – Administration recommends that the Fenton City Council set a public hearing to accept comments on the use of the City's 2012 Federal Community Development Block Grant (CDBG) Program funds, for Monday, November 12, 2012 at 7:30 PM.
8. Council Member Comments.
9. Call to the Audience.
10. Adjournment.

IF ACCOMMODATIONS ARE NEEDED DUE TO A DISABILITY, PLEASE CONTACT THE CITY CLERK'S OFFICE.

# Memorandum



THE CITY OF  
FENTON

**DATE:** November 1, 2012  
**TO:** Lynn Markland, City Manager  
**FROM:** Tonya Molloseau, City Assessor  
**RE:** Assistant Assessor Position

A handwritten signature in blue ink, likely belonging to Tonya Molloseau, the City Assessor.

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The Deputy Assessor position has been vacant since July 31, 2012 when the Deputy Assessor accepted an Assessor position with another unit of government. I have posted the position, interviewed and offered the position to three applicants. They each declined the position due to the rate of pay. Because of this, I would like to hire a contract Assistant Assessor for a period of 6 months to get me thru the busiest part of the year.

I originally received two proposals for this position. However, I received a request to withdraw one proposal as she is over committed with her contract units already. I would like to recommend approval of the proposal submitted by Amanda Carrigan. Amanda was the Assessor for the City of Fenton for 8 years prior to me becoming the Assessor in 2006 and has a strong familiarity with the City. She is a level 3 Certified Assessing Officer and is qualified to assist in all areas of Assessing. She will be available for 15 to 18 hours per week at \$25.00 per hour. This will allow the Assessing department to continue to provide the level of service it has in the past.

At this time I would like to recommend that City Council approve the contract submitted by Amanda Carrigan for the Assistant Assessor position at \$25.00 per hour for 15 to 18 hours per week for a period of 6 months.

**Amanda Carrigan**

11160 Whispering Ridge Trail

Fenton, Michigan 48430

Ph. 810.577.5182

akcarrigan@hotmail.com

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**Proposal for Services**

**Assessors' Office Assistance**

Provided to:

**City of Fenton**

**301 S. Leroy**

**Fenton, Michigan 48430**

**Objective:** To provide technical assistance in the Assessor's Office in the following areas:

- Research & Analysis for Michigan Tax Tribunal Cases
- Data Analysis for Economic Condition Factor Studies
- Completion of field work in all classifications on New Construction for 2013
- Data Entry/Processing of Principal Residence Exemption Affidavits, Property Transfer Affidavits, Deeds, Etc.
- Assist in processing annual Personal Property Filings
- Any other duties as directed by the Assessor

**Experience:** MAAO (Level 3) Assessing Officer, with 19 years of experience in the Assessing Field;

- Served as City Assessor for The City of Fenton for 8 years, built a strong familiarity with the area and its residents.
- Served as Township Assessor for Multiple Units on contractual basis for previous 6 years.
- Experience in both Full & Small Claims Tax Tribunal Hearings.
- 15 years of experience with the BS&A Assessing, Apex sketching, and ArcMap GIS Systems.
- Volunteered multiple days of Damage Assessment for the City of Fenton Tornado in 2007.

Resume Available.

**Duration of Contract:** 6 Months

**Availability/Hours Per Week:** 14-18 hours per week; Available Wednesdays & Fridays. \*Available additional hours based on the needs of the Office if necessary.

**Rate Per Hour:** \$25.00/Hour

Premier Assessing Services LLC

**PROPOSAL FOR CONTRACT ASSISTANT ASSESSING SERVICES PROVIDED TO FENTON CITY**

One office day per week and remaining eight hours in field at our discretion at an hourly rate of \$ 25.00.

Will assist Assessor of Record as needed at her request through the end of March 2013.

Respectfully,

Karen L. Hopkins

On behalf of Premier Assessing

810-423-4909

## **Contract for Services**

### **Assessors' Office Assistance**

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**1.1 Scope of Services:** Contractor will perform the following services:

1. Research & Analysis for Michigan Tax Tribunal Cases
2. Data Analysis for Economic Condition Factor Studies
3. Completion of field work in all classifications on New Construction for 2013 as needed.
4. Data Entry/Processing of Principal Residence Exemption Affidavits, Property Transfer Affidavits, Deeds, Etc as needed.
5. Assist in processing annual Personal Property Filings.
6. Any other duties as directed by the Assessor.

**1.2 Contract Term:** The term of this Contract will commence November 1, 2012 and will terminate May 1, 2013.

**1.3 Availability:** Contractor will be available 15-18 hours per week

**1.4 Status of Contractor/Consultant:** Contractor is an independent contractor, and no relationship of employer-employee exists between the City of Fenton and Contractor. Accordingly, Contractor does not have any of the entitlements of a City of Fenton employee. The City of Fenton will not make any deductions or withholdings from the compensation paid to Contractor.

**1.5 Termination:**

**14 day Notice Termination:** Either the City of Fenton or Contractor may terminate this contract for any reason by giving the other party 14-days written notice. If this contract is terminated under this paragraph, the City of Fenton may proceed with the work in any manner deemed proper by the City of Fenton without recourse by Contractor.

**Immediate Termination:** The City of Fenton may terminate this Contract upon immediate written notice if Contractor fails to perform any of the terms and conditions of this Contract in the time and manner specified. If the Contract is terminated under this paragraph, the City of Fenton may proceed with the work in any manner deemed proper by the City of Fenton without recourse by Contractor.

**1.6 Payments:** The City of Fenton will make payments at the rate of \$25.00 per hour to the Contractor as long as the Contractor is providing the services set forth in Scope of Services. Contractor will submit one original monthly invoice, on or before the first working day of the month, to the City of Fenton. Facsimile or e-mail invoices are acceptable, provided they contain all necessary information.

**1.7 Entire Agreement:** This Contract constitutes the entire agreement between the City of Fenton and Contractor. Both parties revoke all prior or contemporaneous oral or written

agreements between them that are inconsistent with this Contract. In the event of a dispute between the parties regarding the Contract, this Contract will be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Contract.

**1.8 Authority to Bind:** The persons signing on behalf of the parties to this Contract warrant that they have the legal authority to execute the Contract.

Executed by:

\_\_\_\_\_  
Authorized Representative, City of Fenton

Dated: \_\_\_\_\_

\_\_\_\_\_  
Amanda Carrigan, Contractor

Dated: \_\_\_\_\_

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## Lynn Markland

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**From:** Shelly Day [sday@fentonchamber.com]  
**Sent:** Friday, November 02, 2012 4:26 PM  
**To:** 'Lynn Markland'  
**Cc:** linlog15@gmail.com  
**Subject:** Fundraising for Super Storm Sandy

November 2, 2012

Dear Lynn,

Volunteers from the Fenton Regional Chamber of Commerce and City of Fenton have partnered with the Genesee County Red Cross to raise funds for the victims on the East Coast affected by Super Storm Sandy.

Some volunteers have already collected money at The State Bank and VG's. The fundraising efforts will continue through November 15<sup>th</sup>.

We would like to request permission from the Fenton City Council to have volunteers on the street collecting money. The volunteers will be collecting on Friday, November 9<sup>th</sup> from 8:00am -10:00 am and Saturday, November 10<sup>th</sup> from 10:00am – 2:00pm at the corners of Adelaide and North Road and at E. Shiawassee and South Leroy. The Chamber will provide the bright green safety vests that say volunteer on the back to be worn during the street collection.

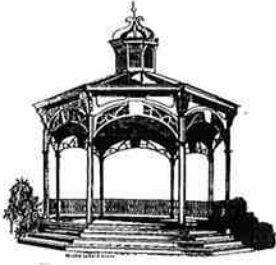
The Chamber's insurance company has been contacted for confirmation of coverage for volunteers on the street.

Thank you for your consideration and partnership.

Respectfully,

*Shelly Day*

President  
Fenton Regional Chamber of Commerce  
114 N. Leroy St.  
Fenton, MI 48430  
810.629.5447  
[sday@fentonchamber.com](mailto:sday@fentonchamber.com)  
[www.fentonchamber.com](http://www.fentonchamber.com)

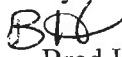


CITY OF FENTON

## Memorandum

DATE: October 29, 2012

TO: Lynn Markland, City Administrator

FROM:  Brad Hissong, Building & Zoning Administrator

RE: Amendment to City Ordinance (Ice Rinks)

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At the October 25, 2012 Planning Commission Meeting, it was decided to set a public hearing on November 29, 2012 to amend Article II, General Provisions, which includes standards pertaining to Personal Ice Rinks. Below is the added verbiage.

If you have any questions regarding this matter, please let me know.

### ***Add to Article II, General Provisions***

#### ***Section 36-2.37 - Personal Ice Rinks.***

***Personal ice rinks (not commercial) are permitted as an accessory use in any single-family residential zoning district.***

***Personal ice rinks are not permitted in any required front yard.***

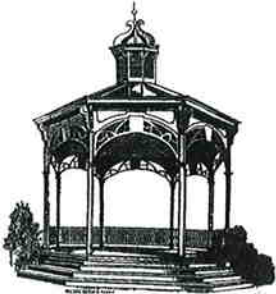
***A four (4) foot setback is required from adjacent residential property lines.***

***The ice rink boards shall be no taller than 24" in height and must be properly maintained and free from deteriorating conditions such as peeling paint and cracking wood.***

***No ice rinks shall be erected prior to November 15th and shall be removed no later than March 15th, or as weather permits.***



**FENTON CITY COUNCIL  
MEMORANDUM**



THE CITY OF  
FENTON

**DATE:** November 2, 2012

**TO:** Lynn H. Markland, City Manager

**FROM:** Michael T. Burns, Assistant City Manager *MTB*

**RE:** Public Hearing for CDBG

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The City Council needs to set a Community Development Public Needs Hearing for their CDBG grant for Monday November 12, 2012 at 7:30 PM. This is required for the CDBG Grant. The City is eligible to receive \$80,700. Of this 15 percent (\$12,105) must be used for public service improvements.



# City of Fenton

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## **Public Notice**

The City of Fenton will hold a public needs hearing on the use of its 2013 Federal Community Development Block Grant (CDBG) Program funds on Monday November 12, 2012 at 7:30 PM at Fenton City Hall, 301 S. LeRoy St, Fenton MI.

The purpose of the hearing is to offer an opportunity for citizens to express their ideas on community needs and project proposals concerning the use of Federal CDBG funds for the 2013 Program Year. The hearing will also provide an opportunity for citizens to comment on past CDBG projects.